



STATE OF CALIFORNIA
Department of Corporations
JOB OPPORTUNITY



EDMUND G. BROWN JR., Governor

Traci Stevens, Acting Agency Secretary
Preston DuFauchoy, California Corporations Commissioner

Release Date: December 14, 2011

CLASSIFICATION: **CORPORATION EXAMINER**
1 Position, Permanent, Full Time
Position may be located in Sacramento or Los Angeles

FINAL FILING DATE: **December 28, 2011**

SALARY: \$4,009 - \$5,876 per month

POSITION LOCATION: Enforcement Division, 1515 K Street, Sacramento, or
Enforcement Division, 320 West 4th Street, Los Angeles

DUTIES AND RESPONSIBILITIES: Plans, organizes, and independently conducts examinations and investigations of licensees, business firms, and individuals; analyzes complex transactions related to administrative, civil and/or criminal violations of the various laws administered and enforced by or affecting the department or the public; advises counsel and other agencies of suspected violations of laws and regulations; assists Securities Regulation Division, and Financial Services Division in the identification and development of administrative and enforcement actions; locates, gathers, documents and preserves evidence; assists in witness interviews; prepares subpoenas; writes reports and declarations; testifies as an expert witness regarding findings; and assists departmental counsel and prosecutors in preparing for administrative, civil and criminal proceedings. This position may require travel throughout the State.

DESIRABLE QUALIFICATIONS:

- Excellent analytical and interpersonal skills
- Effective communication skills
- Auditing and/or accounting experience
- Ability to work independently with little supervision
- Knowledge of Microsoft Word, Excel and other computer programs
- Works well under pressure, with a willingness to accept additional responsibility
- Willingness to travel

WHO MAY APPLY: State employees who are currently at the Corporations Examiner level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply. For further technical information regarding the position, please contact Jeff Nielsen at (213) 576-7632.

WHERE TO APPLY: Please include **RPA #11-ENF0005** under the job title of the State application (STD. 678). Applications received without an RPA number MAY NOT be considered. Please mail your completed State application and resume to:

Department of Corporations
Human Resources Office
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351
or

E-mail your application and resume to careers@corp.ca.gov.

RPA #11-ENF0005